



## **BOARD MEETING MINUTES**

March 20, 2014

Location: Moody Insurance (8055 East Tufts Avenue, Suite 1000, Denver, CO 80237)

Attended: Heather Clark, Dennis Trujillo, Ben Kelly, Garrett Vap, Steve Bradford, Jason Gordon, Bud Stratton, Jake Forbes, Pat Hendricks, Brandon Kaplan and Shawn Macaluso

Absent: Brad Moody

The meeting was brought to order at 10:05am. Bud introduced Shawn Macaluso with E&K, Shawn will be taking over for Bud as Board of Director.

1. **Director's Report** (see attached)
2. **President's Report** (Garrett Vap) - Garrett reported that he is working on finalizing the 2014 Calendar of Events. He and Jason are working on a survey to send to the membership next week. Garrett reported on why the retainage bill did not pass. They hope to try again in the future.
3. **Vice President's Report** (Dennis Trujillo) - Dennis is working on the May Happy Hour.
4. **Secretary's Report** (Brandon Kaplan) - The February Meeting Minutes were approved via email and posted to the website.
5. **Treasurer's Report** - Ben Kelly reviewed the financials with the Board and answered questions. The Accounts Receivable is now \$0 as all fees have been collected. Ben transferred \$5,000 to the reserve account so that account is now \$20,000. The only line items in the budget that are over budget are the retainage bill expense and insurance since we added the D&O insurance. The Board decided that all corporate sponsorships will be entered as prepaid event income and then transferred to each event as they are completed.
6. **Committees**
  - **Bowling Tournament** (Jake Forbes) - Jake is working on finalizing the contract and date.
  - **Christmas Project** (Brandon Kaplan) - No Report
  - **Construction Career Days** (Jake Forbes) - September 23 and 24, 2014 - Jake reported that everything is ready to go for the event.
  - **Excellence in Construction Awards** (Dennis Trujillo / Garrett Vap / Jason Gordon) - Travis Vap send a report to the Board next week. Brandon has secured the Lakewood Country Club for 9/11/14.
  - **Golf Tournament** (Brandon Kaplan / Brad Moody) - July 15 - Brandon is working on a contract.
  - **Membership** (Jason Gordon) - Jake reported that he and Heather had created a membership brochure. Please review and bring comments to the next Board Meeting. Renewal calls will begin in May.
  - **Nominations** (Jason Gordon) - No Report
  - **Poker Tournament** (Pat Hendricks) - Pat reviewed all of the details with the Board. The Board had a couple of changes for the flyer, Heather will update the flyer and send an eblast to the membership on Monday. It was decided that the Grand Prize will be a Las Vegas Getaway. Pat will work with Ben to contact a travel agent to set this up. A call list will be sent out next week.
  - **Programs & Networking Events** (Dennis Trujillo) - Reported in Vice President's Report
  - **Safety & Training** (Ben Kelly / Mark Dean / Brad Moody) - The Board decided on a 10 hour OSHA training, Aerial Lift Training and CPR/First Aid Certification. Mark Dean will work on the details and report back at the next meeting. Shawn Macaluso will replace Ben on this committee.
  - **Website & Social Media** (Jason Gordon) - The new website is online. We are still working through a few details. Training for the website management will be immediately after the next Board Meeting on April 17th from 11:30am-12:30pm. The Mobile App should be complete soon. We have been told that Quickbooks Online will not work as a payment gateway. We are using the Paypal account for now. Heather will contact them to see if we can have the payment information transferred to Heather instead to enter manually. A monthly newsletter can be sent through the new website. The Board would like to see this sent out on the same day each month. Content will need to be sent to the person managing this.
  - **Corporate Sponsor Program** (Dennis Trujillo / Jason Gordon) - Flyer went out. Wagner, Colorado Drywall, E&K, Ahern, Heartland Acoustics and Interiors, Western Interior, Specified Technologies and KHS&S have all agreed to sponsorships and will be sending payment soon. Dennis is also working on DeWalt and Powers.

The meeting was adjourned at 11:28am

### **Next Board Meeting:**

Moody Insurance

Thursday, April 17, 2014, 10:00am - 12:30pm (last hour will be the website management training)

# **DIRECTORS REPORT**

February 2014

## **Board Meeting - February**

- Prepared Documents and emailed to the Board
- Posted February Board Meeting Minutes online once they were approved

## **Financials**

- Worked with Ben Kelly on Financials and AR
- Processed Quickbooks Credit Card Processing
- Wrote checks and entered invoices and payments into QuickBooks
- Emailed documents to the CPA for the 2013 Taxes
- Prepared and sent OnCenter Training refund checks

## **Website**

- Worked with Vieth Consulting to set up website and Mobile App
- Added content to new website

## **Other**

- Created membership brochure
- Created Casino Night Brochure and set up online registration